

**City of Leon Valley
Request for Qualifications (RFQ)
Municipal Facility Design Services**

I. Overview

The City of Leon Valley (COLV) seeks Qualification statements from Respondents interested in providing professional services as described in this Request for Qualifications (RFQ). The COLV is preparing to construct new municipal facilities at its current location at 6400 El Verde Road in Leon Valley, Texas. The project includes new police department offices, a new fire station and renovation of the existing municipal office building. The budget established for this project is \$7.0 million. The site must also contain adequate parking for employees and visitors.

II. Scope of Services

- a. **General Services:** The selected firm shall be capable of performing numerous disciplines such as planning, architectural, surveying, civil engineering, MEP, Structural, geotechnical analysis, construction management, environmental reviews, ETC. or at a minimum have the ability to coordinate with firms that provide such services.
- b. **Environmental Services and Regulatory Agency Interactions:** Provide technical review of and answer inquiries relating to site, building, subdivision, improvement, land disturbance, floodplain development, and to ensure that the project conform to City Codes and all State and Federal regulations.
- c. **CAD and GIS Capabilities:** Must have computer aided drafting and geographical information system experience and capabilities and will upon request, provide electronic files to the City.
- d. **Meeting Attendance and Participation:** Will be expected to attend periodic meetings with the City Council, the City's Bond Program Oversight Committee in addition to meeting with City Staff.
- e. **Work Product:** The selected consultant will be expected to provide the City with copies of all work products without limitation, to include reports, analyses, correspondence, plans, drawings, and any other document produced in connection with the consulting relationship with the City in printed and electronic form as requested. The City shall own all rights, title and interest, including all copyrights and intellectual property rights to all documents that are created in connection with the consulting relationship with the City.
- f. **Professional Architect Requirement:** The firm must assign an Architect licensed to practice in the State of Texas to be in charge of the project.
- g. **Public Sector Experience:** The City of Leon Valley prefers firms that specialize in representing municipal entities.

- h. **Responsiveness:** Must commit to provide services to the City in a timely manner.
- i. **The firm will provide:**

1. SCHEMATIC DESIGN:

The firm will work with COLV to understand and confirm the project objectives and finalize the scope of work for intended improvements and develop a site plan, floor plan and elevations including different mechanical and structural issues.

2. DESIGN DEVELOPMENT:

Based on the approved schematic design package, the firm will prepare design development documents. The design development phase will define the overall scope and approach to each building system and trade. The firm will review the cost of alternate systems with COLV. At minimum, the design development documents will include: code review, plans showing special relationship and dimensions fixing exterior walls and major building elements; elevations articulating design features and denoting material; major building sections demonstrating intent of design and intended construction and preliminary project manual including outline specifications.

3. CONSTRUCTION DOCUMENTS:

The firm will provide construction drawings and reports in all disciplines to the level required to submit for and obtain one or more building permits. The firm will also prepare construction drawings and specifications to the level of detail required to secure fixed general contractor pricing and to negotiate a Guaranteed Maximum Price construction contract with the selected general contractor.

4. BIDDING & NEGOTIATION

Based on approved design development, the firm will provide all bidding documents, assist city in interview and pre-qualifying the bidding contractors, provide written response to contractors RFI(s) during the bidding process and assist the COLV in the analysis of cost quotes, bid and/or proposals, and the issuance and/or awarding of the final contract.

5. CONSTRUCTION ADMINISTRATION:

The firm will provide design coordination and construction administration services to include but not limited to: Review of and responses to contractor's RFI(s) and assist in resolving constructability issues; consultation and coordination with the general contractor and with COLV on critical path items and overall project schedule; review and approval of the schedule of values; attend project construction meetings; monthly inspection,

verification and approval of pay applications; perform punch-list inspection; review of inspections and test reports provided by the contractor; providing project close out and as-built drawings.

III. RFQ Submission Requirements

- a. Overview of the firm summarizing the scope of services to be rendered, firm history, experience of the firm and key personnel, equipment and facilities
 - i. (This includes any sub-consultant involved in the project);
 - ii. Identification of the key staff person assigned to work with the City of Leon Valley and other staff resources available for this project; and
 - iii. Describe the circumstances surrounding any project that your firm was terminated from and/or any litigation, debarments, suspensions or other adverse sanctions or actions that the firm has been part to or subject to within the last 5 years. (This includes any sub-consultant involved in the project);
- b. A timeline for project development;
- c. Special expertise regarding development codes and regulatory agency regulations;
- d. Active client list, past project references similar to this project;
- e. Summary of insurance coverage for the firm;
- f. The RFQ submission shall include the signature of a principal of the firm with following statement:

“The information provided is true and correct to the best of my knowledge. City of Leon Valley will not be responsible for any cost in preparation of this document.”

IV. Pre-Submittal Conference

A non-mandatory pre-submittal conference will be held on Tuesday, July 17, 2012 at 2:00 p.m. at the City of Leon Valley City Council Chambers located at 6400 El Verde Road, Leon Valley, Texas 78238. Respondents may submit questions electronically to Rhonda Hewitt, r.hewitt@leonvalleytexas.gov concerning this RFQ before 12:00 Noon CDT, on Thursday, July 12, 2012. Received questions will be posted on the City's website (www.leonvalleytexas.gov) on Monday, July 16, 2012.

V. Communication Guidelines

Once the RFQ has been released for solicitation from service providers, respondents are prohibited from communicating with City Staff and elected officials regarding the RFQ. We anticipate the selection of the design consultant will be made on Tuesday, September 18, 2012. Prohibitions are in place with the following exceptions:

- a. Until contract award is posted as a City Council agenda item;
- b. Questions and responses during the pre-submittal conference.

VI. Evaluation Criteria

Qualifications and Experience (40%)
Team Composition (20%)
Previous Project Performance (30%)
Responsiveness to RFQ (10%)

VII. Deliverables

Five (5) copies of the response to this request shall be provided for review and must be valid for a minimum of sixty (60) days following submission. RFQ must be received by the City of Leon Valley no later than 1:00 p.m. on Wednesday, July 25, 2012. Mail or deliver RFQ to:

Rhonda Hewitt, Purchasing Agent
City of Leon Valley
6400 El Verde Road
Leon Valley, TX 78238

The City of Leon Valley reserves the right to reject any or all responses.